



Falkland Islands Government – Job Description

Job Title:	Health & Safety Advisor		
Department:	Policy, Economy & Corporate Services		
Reports to:	Director of Policy, Economy & Corporate Services		
Grade:	Falkland Islands Government Grade – C	Job Code:	351HSA

Job Purpose

The Health and Safety Advisor is responsible for promoting, developing, and maintaining a safe, healthy, and compliant workplace. The role provides expert advice and guidance to managers and employees on health, safety, and wellbeing matters, ensuring compliance with applicable legislation, regulations, standards, and organizational policies.

The Health and Safety Advisor work proactively to identify and mitigate workplace risks, foster a positive safety culture, deliver training and awareness programs, and support continuous improvement in health and safety performance.

Main Accountabilities:

Health & Safety Compliance

- Ensure organizational compliance with all relevant health and safety legislation, regulations, and industry standards.
- Develop, implement, review, and maintain health and safety policies, procedures, and guidelines.
- Conduct compliance audits, inspections, and workplace assessments.
- Maintain accurate health and safety records and documentation.
- Provision of advice on the implementation and operational management of Health and Safety management systems.
- Provide guidance and support to Directors, Heads of Service and Managers in relations to service-based Health and Safety arrangements.

Risk Management

- Support managers in completing workplace inspections and safety reviews.
- Assist with emergency preparedness and business continuity planning.

Incident Management & Investigation

- Lead or support investigations into workplace incidents, injuries and near misses, recording the findings and using such information to improve systems. Reporting the findings to any appropriate Health and Safety regulatory body as required.
- The establishment and maintenance of appropriate monitoring and auditing systems, reviewing the performance of the safety management system, delivering an agreed plan of Health and Safety audits.
- To carry out Contractor tender evaluation regarding health and safety issues.
- The production of quarterly statistical data on health and safety accidents and incidents.
- Compilation of the Annual Health and Safety Report

Falkland Islands Government – Job Description

Training and Safety Awareness

- Develop and deliver health and safety training programs for employees and managers.
- Coordinate induction and onboarding safety programs for new employees.
- To liaise with Directors, Heads of Service and Managers and co-ordinate the health and safety training provision including the provisions of in-house courses where appropriate.
- Liaison with any appropriate regulatory body, Fire Service, Unions and MLA's on all matters relating to Health and Safety.

Workplace Wellbeing

- Support the development and implementation of workplace wellbeing initiatives.
- Support initiatives aimed at reducing workplace stress and enhancing employee wellbeing.
- To undertake any other duties commensurate with the grade as may be directed.



Falkland Islands Government – Job Description

Job Title:	Health & Safety Advisor
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Main Accountabilities (*continued*)

Additional Corporate Responsibilities:

- To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post;
- To promote best practice in meeting the requirements of Health and Safety legislation and FIG policy, and comply with other relevant statutory legislation;
- To carry out duties in accordance with FIG's policy on equality and diversity;
- To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation;
- To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered;
- To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the FIG's performance management scheme;
- To be responsible for Data Quality;
- To demonstrate a high standard of probity in the use of FIG resources and where a nominated budget holder manages spending within available resources.

The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.



Falkland Islands Government – Job Description

Person Specification:	Health & Safety Advisor		
Criteria	Essential	Desirable	Assessment Method
Education and Qualifications:			
NEBOSH diploma or equivalent with Grad IOSH status (Level 5 Qualification)	✓		A/I
Hold or be working toward Chartered Membership of IOSH	✓		A/I
Full current driving licence	✓		A
Knowledge, Skills and Experience:			
A minimum of 5 years' experience of operating in a lead Health and Safety role in an organisation with comparable complexity	✓		A/I
Excellent oral & written communication skills	✓		A/I
Influencing skills	✓		A/I
Presentation skills	✓		A/I/P
Computer Literate. MS Office (Word, Excel)	✓		A/I
A first class knowledge of UK Health & Safety legislation, current issues and how this interacts with policy and practice	✓		A/I
Knowledge of new initiatives in Health & Safety practice	✓		A/I
Experience of working with complex practices and compliance standards and implementing change	✓		A/I
Personal Attributes:			
Creates good customer relationships and demonstrates the highest level of customer care	✓		A/I/P
Works flexibly and is receptive to new ideas and different ways of working	✓		A/I/P
Embraces a culture of continuous improvement	✓		A/I/P
Proactively contributes to the decision making and problem solving process	✓		A/I/P
Is organised in terms of prioritising and completing work	✓		A/I/P
Is professional and polite and earns the respect of management and colleagues	✓		A/I/P



Falkland Islands Government – Job Description

Person Specification:	Health & Safety Advisor		
Criteria	Essential	Desirable	Assessment Method
Personal Attributes: (continued)			
Shares a sense of pride in corporate goals	✓		A/I/P
Promotes FIG's services in a proactive and positive way	✓		A/I/P
Demonstrates integrity, honesty and trustworthiness as set out in the Public Service's Code of Conduct	✓		A/I/P
Effectively communicates	✓		A/I/P
Builds effective relationships outside immediate team	✓		A/I/P
Demonstrates an understanding of the role of other teams and values their contribution	✓		A/I/P
Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues	✓		A/I
Ability to work outside core business hours if required	✓		A/I
Note to Applicants: Please ensure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form.			

Method of Assessment:

A - Application Form
I - Selection Interview
R – Reference
P - Presentation